



KING COUNTY
Research Assistant
DEPARTMENT OF COMMUNITY AND HUMAN SERVICES/
MENTAL HEALTH, CHEMICAL ABUSE AND DEPENDENCY SERVICES DIVISION

Hourly rate of pay: \$18.6279 – 23.6120

Job Announcement No: 03IV3861

OPEN: 11/19/03 CLOSE: 12/01/03

WHO MAY APPLY: Two term-limited temporary positions, one full-time and one half time (expected to last approximately 2 years) are now open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to Caridad Gavino, MHCADSD, **Room 610, 821 Second Avenue, Seattle, WA 98104-1598**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Karen Spoelman at 206-205-1345 or (email) karen.spoelman@metrokc.gov for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: [A King County application form](#), resume and letter of interest that describes *in detail* your background and experience listing how you meet or exceed each of the minimum requirements, listed below as #1-7. Please make sure that your response addresses each requested qualification by number.

WORK LOCATION: The primary work location is The Exchange Building, 821 Second Avenue, Rm 610, Seattle, WA. 98104-1596. Interviews with clients will be conducted out in the community.

WORK SCHEDULE: The full time position is scheduled to work 40 hours per week, and the halftime position is scheduled to work 20 hours per week, Monday – Friday 8:00 a.m. – 5:00 p.m. Some evening and weekend work is required. These positions are overtime eligible.

PRIMARY JOB FUNCTIONS INCLUDE:

This position will collect research data by conducting standardized interviews of youth with serious emotional disturbances, and their primary caregiver, throughout King County. The results will be used by others to plan and design services for at-risk youth.

- Recruit and schedule interviews for families to participate in a longitudinal research study.
- Prepare materials required to complete designated research interviews
- Conduct home interviews with youth (age 11 or older) with serious emotional disturbances and/or their primary caregiver.
- Administer designated research instruments in a reliable and valid manner following the research protocol at all times.
- Score required measures with at least 80% reliability.
- Edit and verify all data collected for valid and reliable data entry.
- Perform data entry of all research measures in an accurate and timely manner utilizing ACCESS database program.
- Participate on teams and committees related to project issues.

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KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE
FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

QUALIFICATIONS

1. Demonstrated experience and skill in establishing and maintaining effective working relationships with clients.
2. Skill with desktop computer applications, including ACCESS data base entry.
3. Demonstrated experience and skill interviewing clients or conducting surveys
4. At least one year experience working with clients in a public mental health system
5. Basic knowledge of statistical and data analysis.
6. Excellent oral and written communication skills, including the ability to communicate clearly and concisely.
7. Ability to work independently to gather information, and work as a team member to discuss related issues.

NECESSARY SPECIAL REQUIREMENTS: Must possess a valid Washington State Driver's License and provide evidence of insurance on auto that meets Washington state minimum requirements, or the ability to travel throughout the county in a timely manner, in order to conduct interviews with clients out in the community. Ability to pass a Washington State Patrol criminal background check.

CLASS CODE: 8281 SEQUENCE NUMBER: 1013; 1014